

# **Neighborhoods Commission Ad-Hoc Committee Guidelines**

Neighborhoods Commission

09/12/18

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District 1

# NC Ad-Hoc Committee Guidelines

- Neighborhoods Commission meets 10 times per year
  - Meetings scheduled for 2 hours.
  - 20 hours total meeting time (6:00 PM-8:00 PM)
  - Time to address work plan topics/issues =  
1 hr to 1.5 hrs per meeting (10-15 hours per year)
- NC needs to make effective use of limited time available for issues and Work Plan items.
- Ad-Hoc committees provide a viable method for investigating and researching issues and Work Plan development and providing the NC with the results.

# NC Ad-Hoc Committee Guidelines

## Ad-Hoc Committees

- Study groups or focus teams
- Comprised of less than a quorum of members of the Commission
- Small, flexible, focused
- Sanctioned or authorized for a specific purpose
- Allowed for specific short term tasks or projects
- Shall not last longer than six months
- Membership limited to commissioners. Public or former commissioners cannot be members

# NC Ad-Hoc Committee Guidelines

## Guideline Objectives

- Provide guidelines to facilitate conducting Ad-Hoc committees
- Standardize the Ad-Hoc committee process
- Identify Key Elements/Stages of Process
  - Recruitment of committee members
  - Selection of Chair
  - Define outputs/deliverables
  - Preparations
  - Participants and their roles
  - Meetings
  - Final report
  - Ad-Hoc committee resolution/conclusion

# NC Ad-Hoc Committee Guidelines

## Benefits

- Provide a viable method for investigating and researching issues and Work Plan development and providing the NC with the results.
- Allow NC to make effective use of limited time available for issues and Work Plan items
- Ad-Hoc Committees contribute to commission's efforts, activities, and accomplishments

## Successful Ad-Hoc Committees depend on member:

- Commitment
- Meeting attendance
- Active participation and contributions

# NC Ad-Hoc Committee Guidelines

## Process

- Purpose and Scope of Work. Define and clearly state:
  - What will be done
  - When will it be done
  - What will be produced
- Ad-Hoc Schedule of Key Events
- Meetings
  - Face-to-face
  - Agenda
  - Minutes
  - Recap/review at end of each meeting
  - Reports: Monthly to NC and final report